

# FOOD AND NUTRITION SERVICES NEWS

MAY 2014



## INSIDE THIS ISSUE:

Name Change	1
Summer Workshops 2014	1
Smart Snacks Product Calculator	1
Civil Rights	2
FNS Contact Page	3

## New Look—New Title!

There are several key changes to the Department to announce. For one, The Department of Elementary and Secondary Education (DESE) has undergone a **new look to the website**, [www.dese.mo.gov](http://www.dese.mo.gov). In addition, the School Food Services section has also undergone a couple of important changes. The title “*School Food Services*” is now obsolete and replaced with **Food and Nutrition Services (FNS)**. The new web link is <http://dese.mo.gov/financial-admin-services/food-nutrition-services>. Food and Nutrition Services web link can also be found on DESE’s home page by clicking on the “**A-Z Index**” under the “**Topics**” tab.

Once in the FNS home page, you can stay current with the latest information related to school nutrition programs by clicking on the link “**News and Events**” found under “**Quick Links**.”

And finally, staying in theme of name change, Travel Supervisors who offer technical assistance to the school breakfast and lunch program and perform administrative reviews have undergone a title change to “**Nutrition Program Specialists**.” Nutrition Program Specialists are assigned by regions throughout the state. The complete Food and Nutrition Services Staff contact list is located on page 3.

## FNS Summer Workshops 2014

Food and Nutrition Services announces its **2014 Summer Trainings** now available for view and registration. FNS welcomes local food service staff to set plans to attend! **Topics will cover the latest regulations** such as Community Eligibility Provisions, Smart Snacks in Schools, Local Wellness Policy, Meal Pattern Overview, Records Class and Records Class Updates, just to name a few.

The one day training is available at seven locations in Missouri on eight different dates. Registration deadline is Thursday, June 5. Download the brochure to view the entire day’s training agenda under the “**News and Updates**” link or <http://dese.mo.gov/financial-admin-services/food-nutrition-services/news-and-updates>. Registration is open and now online (**new!**). Once registered, school food personnel will receive immediate confirmation and a schedule of their selected sessions.

## Smart Snacks Product Calculator

Take the guess work out of your day! The Healthier Generation’s Smart Snacks Product Calculator will help determine if a food product meets the USDA Smart Snacks in School nutrition standards. The Alliance’s Product Calculator will ask a series of questions to see whether a product in question is compliant. The results can be saved and printed for your records!

Results from the Alliance’s calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools.

For additional resources on Smart Snacks in School Standards, go to <http://dese.mo.gov/financial-admin-services/food-nutrition-services/smart-snacks-schools>.



# Civil Rights

All LEAs administering School Nutrition Programs are required to **provide civil rights training for all frontline staff and supervisors** who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. **Staff must be trained at least one time per year and documentation of the training must be kept on file at the local level.**

A PowerPoint presentation has been prepared that may be used to meet this requirement. The training can be found at <http://dese.mo.gov/financial-admin-services/food-nutrition-services/civil-rights>.

A form to document the training on-site is also available to download. LEAs are advised to train their staff at the onset of the school year.

**NEW:** Documentation of training will need to be reported as part of the application packet for FY2014-2015.

The following additional information concerning Civil Rights can also be found at the listed website:

- **Civil Rights Instruction** provided by the United States Department of Agriculture, Food and Nutrition Services (FNS Instruction 113-I, Civil Rights Compliance and Enforcement - Nutrition Programs and Activities.)
- **Civil Rights Complaint Form**
- **Meal Substitutions for Medical or Other Special Dietary Needs** (FSN Instruction)
- **Guidance for Accommodating Children with Special Dietary Needs in School Nutrition Programs Handbook**
- **Milk Substitution Rule**
- **USDA Q&A's: Milk Substitution for Children with Medical or Special Dietary Needs** (Non-Disability)

Please contact our office at 573-751-3526 if you have questions.

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[dese.mo.gov/financial-admin-services/food-nutrition-services](http://dese.mo.gov/financial-admin-services/food-nutrition-services)



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